

**AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS AND NUMBERS OF EMPLOYEES FOR EACH DEPARTMENT OF THE CITY GOVERNMENT OF NORTH LITTLE ROCK FOR MID-YEAR 2016; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.**

WHEREAS, the City Council is responsible for establishing the number of employees in each department; and

WHEREAS, by enacting an ordinance listing the numbers of employees in each job classification in each department effective upon adoption, the City Council will be in a better position to monitor and evaluate the numbers of employees necessary to the operation of each city department.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That the Administration Department shall consist of nine (9) elected officials and seven (7) full time employees as follows:

Mayor (Elected), NEG - 1  
Alderman (Elected), NEG - 8  
Director of Operations, NEG - 1  
Chief of Staff, NEG - 1  
Director of External Affairs, NEG - 1  
Director of Special Projects, NEG - 1  
Office Assistant, NEG - 1  
Office Assistant III, NEG - 1  
Special Assistant to the Mayor, NEG - 1

SECTION 2: That the Airport Department shall consist of two (2) full time employees and two (2) part-time employees as follows:

Director, NEG -1  
Airport Maintenance Worker, P06 - 1  
Part-time Worker, HRLY - 2

SECTION 3: That the Animal Shelter shall consist of nine (9) full-time employees and one (1) part-time employee as follows:

Director, NEG - 1  
Animal Control Officer, F07 - 6

Animal Control Assistant, F07 - 1  
Lead Animal Control Officer/Administrator, F07A - 1  
Office Assistant III, Part-time, HRLY - 1

SECTION 4: That the City Clerk's Office shall consist of one (1) elected official and three (3) full-time employees as follows:

City Clerk-Treasurer (Elected), NEG - 1  
Assistant to City Clerk -Treasurer, NEG - 1  
Deputy City Clerk/Revenue Officer, Senior, NEG - 1  
Deputy City Clerk/Revenue Officer, NEG - 1

SECTION 5: That the Code Enforcement Department shall consist of fourteen (14) full-time employees as follows:

Director, NEG - 1  
Code Enforcement Assistant, F06A - 1  
Health Code Enforcement Officer, F09 - 1  
Code Enforcement Officer, F07 - 8  
Code Officer Supervisor, F09A - 1  
**Helper, ~~P05~~ P06 - 2, pay grade change**

SECTION 6: That the Commerce Department shall consist of four (4) full-time employees as follows:

Director, NEG - 1  
Administrative Secretary/Purchasing Assistant, F06A - 1  
Assistant Director for Procurement, NEG - 1  
Courier, F04 - 1

SECTION 7: That the Communication Department shall consist of one (1) full-time employee as follows:

Communications Director, NEG - 1

SECTION 8: That the Community Development Department shall consist of ~~six~~ (6) five (5) full-time and 1 (one) part-time employees as follows:

Director, NEG - 1  
Administrative Secretary, F06A - 1  
Assistant Community Development Director, F10 - 1 (100% grant-funded)  
Contract/Rehabilitation Officer, F07 -2  
Office Assistant III, PT - 1

SECTION 9: That the Community Planning Department shall consist of twelve

(12) full-time employees as follows:

- Director, NEG – 1
- City Planner, F10 – 2
- Geographic Information Systems Specialist, F10 – 1
- Administrative Secretary, F06A – 1
- Office Assistant III, F05 – 1
- Planning Technician, F05 – 1
- Building Official/Plans Review Supervisor, F10 – 1
- Chief Building & Sign Inspector, F08 – 1
- Chief Electrical Inspector, F08 – 1
- Chief Plumbing & Gas Inspector, F08A – 1
- Mechanical Inspector, F08 – 1

SECTION 10: That the District Court, First Division shall consist of one (1) elected official, nine (9) full-time employees and one (1) part-time employee as follows:

- Judge (Elected) – 1 (State employee effective 07/01/09)
- Assistant Clerk, NEG - 3
- Chief Clerk, NEG - 1
- Chief Probation Officer, NEG - 1
- Court Reporter, NEG - 1
- Deputy Clerk, NEG - 1
- Probation Clerk, NEG – 1
- Probation Officer, NEG - 1
- Assistant Clerk (Part time), HRLY - 1

SECTION 11: That the District Court, Second Division shall consist of one (1) elected official, nine (9) full-time employees as follows:

- Judge (Elected) – 1 (State employee effective 07/01/09)
- Assistant Clerk, NEG - 3
- Chief Clerk, NEG - 1
- Court Reporter, NEG - 1
- Deputy Clerk, NEG - 1
- Office Assistant, NEG – 2
- Probation Officer, NEG – 1

SECTION 12: That the Electric Department shall consist of one hundred ~~one~~ (104) four (104) full-time employees as follows:

- General Manager, NEG - 1
- Accounting Clerk Senior, F06A – 2
- ~~Advanced Meter Infrastructure (AMI), NG – 1, delete~~

position

- Assistant General Manager, NG – 2
- Auto Mechanic, NG – 1

Climbing Crew Leader, NG – 4  
Compliance Administrator, NG – 1  
Cost Accountant, NG – 1  
Distribution Design Electrical Engineer, NG – 1  
Distribution Design Supervisor, NG – 1  
Distribution Designer, NG – 2  
Distribution Designer, Sr., NG – 1  
Distribution Engineer, NG – 1  
Distribution Technician, NG – 3  
Electric Investigator, NG – 1  
Energy Services Coordinator, NG – 1  
Energy Services & Communication Manager, NG – 1  
Energy Specialist, NG – 1

**Excavator Lead, NG – 1, title change**

**Excavator Assistant, NG – 1, new position**

Executive Office Manager, NG – 1

**Financial Risk Analyst Power Cost Accountant, NG – 1,**

**title change**

General Construction Supervisor, NG – 1  
Hydro Lead Operator, NG – 1  
Hydro Maintenance Supervisor, NG – 1  
Hydro Operator, NG – 9

**Information Systems Specialist Senior, Network**

**Infrastructure Administrator, NG – 2, title change**

Information Technology Manager, NG – 1  
Material Handler, NG – 1

**Meter Data Examiner, F05B Data Quality Analyst, F06A –**

**2, title and pay grade change**

**Meter Data Management/Advanced Meter Infrastructure**

**(MDM/AMI) Administrator Manager, NG – 1, title change**

*Adjust three (3) Meter Man positions between Apprentice & Journeyman according to the training and experience of employees and vacancies.*

Journeyman Meter Man, NG – 2

Apprentice Meter Man, NG – 1

Milsoft GIS Administrator, NG – 1

Office Assistant III, F05 – 2

Operations Manager, NG – 1

**Radio Operator Distribution Operator, NG – 5, title change**

Safety and Security Manager, NG – 1

Service Supervisor, NG – 1

*Quotas for thirty (30) service positions (Apprentice Lineman, Apprentice Street Light Technician, Ground Assistant/Climbing, Journeyman Lineman, and Street Light Technician) may be reallocated among the positions according to the training and experience of employees and the needs of the department.*

Journeyman Lineman, NG – 17  
Apprentice Lineman, NG – 4  
Ground Assistant/Climbing, NG – 6  
Street Light Technician, NG – 1  
Apprentice Street Light Technician, NG – 2  
Smart Meter Technician, NG – 3  
Staff Accountant, NG – 1  
Storekeeper, NG – 1  
Street Light Supervisor, NG – 1  
System Electrical Engineer, NG – 1

**Systems Mechanical Engineer Power Supply Engineer, NG**

**– 1, title change**

**Tree Trimmer/Climber, NG – 1, new position**

**Tree Trimmer/Climber Assistant, NG – 1, new position**

**Vegetation Management Coordinator, NG – 1**

SECTION 13: That the Emergency Services Department shall consist of thirty two (32) full-time employees and three (3) part-time employees as follows:

Coordinator/Director, NEG – 1

**Deputy Coordinator/Lead Public Safety Dispatcher, NG**

**F09A, - 1, pay grade change**

**Lead Public Safety Dispatcher, ~~F08~~ F09A, - 4, pay grade change**

Public Safety Dispatcher (I = F07/II = F07A) - 25

Secretary III, F05A – 1

Public Safety Dispatcher, Part-time, HRLY - 3

SECTION 14: That the Finance Department shall consist of thirteen (13) full-time employees as follows:

Director of Finance and Budget, NEG - 1

Accountant, F11 - 1

Accounting Clerk III, F05A - 1

Accounting Clerk, Senior, F06A – 5

Assistant Finance Director, NG – 1

Assistant Payroll Specialist, F07A – 1

Auditor/Grants Administrator, NEG – 1

Finance Officer (Electric), F11 - 1

Payroll Specialist, F08 – 1

SECTION 15: That the Fire Department shall consist of one hundred seventy five (175) full-time employees (172 uniformed and 3 non-uniformed) as follows: (Per Ordinance 7615, 1/26/04, is authorized to exceed by 3 the quota of firefighters due to absences caused by military leaves.)

Uniformed:

Chief, NEG - 1  
Assistant Chief, Y04 - 1  
Battalion Chief, Y04 - 3  
Captain, Y03 - 42  
Fire Marshall, Y04 - 1  
Firefighter, Y01 - 57  
Firefighter, Y01X - 24 \*  
Lieutenant, Y02 - 43

Non-uniformed:

Executive Secretary, NG - 1  
Office Assistant, Senior, F05A - 1  
Vehicle General Foreman, F10 - 1

**\*Note** – Positions that are grant-funded (identified by an ending “X”) will be terminated upon the expiration of funding, unless sooner terminated by City Council.

Within the total number of positions authorized, the Fire Department Chief is hereby authorized to temporarily promote six (6) from properly selected Firefighters to the rank of Lieutenant and three (3) properly selected Lieutenants to the rank of Captain for a period that shall not exceed two years from the date of promotion. Persons receiving temporary promotions shall be prioritized for permanent promotions. Persons receiving temporary promotions may, upon the expiration of two years from the date of promotion, be retained in the previous position held. No temporary promotion shall be effective unless or until the person receiving the temporary position signs an acknowledgement that the promotion is temporary in nature and restricted by the terms of this Ordinance.

SECTION 16: That the Fit 2 Live Department shall consist of one (1) full-time employee:

Fit 2 Live Coordinator/Wellness, Health, Education, and Nutrition Coordinator,  
NEG - 1

SECTION 18: That the Human Resources Department shall consist of eight (8) full-time employees as follows:

Human Resources Director, NEG - 1  
Assistant HR Director, NG - 1  
HR Assistant, F06A - 1  
HR Generalist, F07 - 2  
Human Resources Employment Specialist, F10 - 1  
Industrial/Organizational Specialist, NEG - 2

SECTION 19: That the Legal Department shall consist of one (1) elected official,

seven (7) full-time employees and one (1) part-time employee as follows:

- City Attorney (Elected), NEG – 1
- Assistant City Attorney, NEG - 3
- Deputy City Attorney, NEG – 1
- Legal Assistant, NEG – 2
- Office Manager, NEG – 1
- Administrative Secretary, (Legal), Part time, NEG – 1

SECTION 20: That the Neighborhood Services Department shall consist of two (2) full-time employees as follows:

- Director, NEG - 1
- Office Assistant Sr., F05A – 1

SECTION 21: That the Parks & Recreation Department shall consist of two hundred seventeen (217) employees: seventy one (71) full-time, one (1) contract, one hundred and two (102) part-time, and forty three (43) intermittent as follows:

Administration (Dept. 033): three (3) full-time employees

- Director, NEG – 1
- Executive Secretary, NG - 1
- Parks Generalist, F07 – 1

Parks Maintenance (Dept. 034): forty-four (44) employees: 40 full time, 1 contract, and 3 part-time.

- Construction Carpenter, P11 - 1
- Equipment Maintenance Worker, P08 - 1
- General Parks Supervisor, F09 – 2
- Heavy Equipment Operator, P09 – 2
- Mechanic, P11 - 1
- Office Assistant Sr., F05A - 1
- Parks Maintenance Crew Leader, P08 – 4
- Parks Maintenance Specialist, P14 – 1
- Parks Maintenance Superintendent, F11 – 1
- Parks Maintenance Worker, P06 – 20
- Park Ranger, F09, - 1
- Parks Supervisor I, F07A – 1
- Senior Parks Maintenance Worker, P07 – 2
- Sports Turf Specialist, P14 – 1
- Water Systems Specialist Plumbing/Irrigation, P13 – 1
  
- Campground Manager, Contract, NEG – 1
- Laborer, Part-time, HRLY – 3

Recreation (Dept. 035): one hundred eleven (111) employees: 15 full-time, 53

part-time, and 43 intermittent.

**Custodian, FT, P05 P06 – 2, pay grade change**

Office Assistant, Senior, FT F05A – 1  
Program Coordinator, F08 – 1  
Program Leader, FT, F04 – 4  
Program Supervisor, FT, F09 – 1  
Recreation Center Director, FT, F07 – 3  
Recreation Superintendent, FT, F11 – 1  
Community and Fitness Center Director FT, F09 – 1  
Community and Fitness Center Assistant Director FT, F08 – 1  
Facility Leader, Part-Time, HRLY – 8  
Program Leader, Part-Time, HRLY – 1  
Recreation/Program Aide, Part-Time, HRLY – 44  
Aquatic Supervisor, Intermittent, HRLY – 1  
Assistant Pool Manager, Intermittent, HRLY – 2  
Concession Worker I, Intermittent, HRLY – 5  
Concession Worker II, Intermittent, HRLY – 1  
Lifeguard, Intermittent, HRLY – 12  
Swimming Pool Manager, Intermittent, HRLY – 2  
Instructors, Intermittent, HRLY – 20

Special Projects: (041): ~~one (1)~~ two (2) full-time employees:

Project Coordinator, FT, F10A – 1

**Office Assistant, Senior, FT F05A – 1 Add one position**

Concessions: (040): forty two (42) employees: 3 full-time and 39 part-time.

Program Leader, F04 – 1  
Program Coordinator, F08 – 2

Concession Manager, Part-Time, HRLY, - 2  
Concession Worker I, Part-Time, HRLY, - 26  
Concession Worker II, Part-Time, HRLY, - 10  
Facility Leader, Part-Time, HRLY – 1

Burns Park Golf Course (036): fifteen (15) employees: 8 full-time and 7 part-time:

Assistant Golf Professional, FT, F08 1  
Equipment Maintenance Worker, FT, P08 – 1  
Golf Assistant, FT, F05 – 1  
Golf Superintendent, FT, F10 – 1  
Parks Maintenance Worker, FT, P06 – 3  
Water Systems Specialist-Irrigation, P13 – 1  
Golf Assistant, Part-time, HRLY - 2  
Laborer, Part-Time, HRLY – 5

SECTION 22: That the Patrick Henry Hays Senior Citizens Center Department shall consist of eight (8) full-time employees and seven (7) part-time employees as

follows:

Director, NEG – 1  
Assistant Director/Volunteer Coordinator, NEG – 1  
Custodian, P05 – 3  
Office Assistant Senior, F05A – 2  
Rental Coordinator/Administrative Secretary, F06A – 1  
Building Attendant – Part-time, HRLY - 4 (only two of which will work week nights at any one time and one will work week end events)  
Custodian, Part-time, HRLY – 1  
Office Assistant Sr. – Part-time – 1  
Weekend Coordinator – Part-time, HRLY – 1

SECTION 23: That the Police Department shall consist of two hundred ~~thirty nine (239)~~ forty (240) full-time employees (202 uniformed and ~~37~~ 38 non-uniformed) as follows:

Uniformed:

Chief, NEG – 1  
Assistant Chief, NG – 1  
Captain, X04 - 4  
Lieutenant, X03 – 10  
Sergeant, X02 - 25  
Police Officer, X01 – 161

Non-uniformed:

Automated Systems Assistant, F05 – 1  
Community Service Assistant, F05 – 2

**Community Service Assistant II, F07 - 6 + 1 = 7, add one position**

Computer Specialist, F10 – 2  
Database Specialist, F10 – 1  
Executive Secretary, NG - 1  
Fleet Maintenance/Inventory Manager, F05 - 1  
Manager of Information Systems, NEG – 1  
Media Production Specialist, F09A – 1  
Network Infrastructure Administrator, NG – 1  
Office Assistant III, F05 – 11  
Office Manager, F10 – 1  
Payroll Accounting Clerk, F06A – 1  
Secretary III, F05A – 6  
Victim's Advocate, F08A – 1

SECTION 24: That the Public Works Department shall consist of eleven (11) full-time employees and two (2) part-time employees and nine (9) intermittent employees as follows:

Chief City Engineer, NEG - 1  
Building Maintenance Supervisor, P11 – 1

Building Maintenance Technician, P09 –3  
City Engineer, NEG – 2  
Mosquito Control Supt., P09 – 1  
Office Assistant Senior, F05A – 2  
Safety Director, NEG – 1

City Engineer, Part-time, NEG – 1  
General Maintenance Worker, Part-time, HRLY – 1  
Mosquito Control Tech/Maintenance Tech, Intermittent, HRLY – 1  
Mosquito Control Tech., Intermittent, HRLY – 8

SECTION 25: That the Sanitation Department shall consist of thirty nine (39) full-time employees as follows:

Director, NEG – 1  
Code Enforcement Officer, F07 – 1  
Helper, P06 – 14  
Office Assistant Sr., F05A - 1  
Route Supervisor/Garbage, F09 - 1  
Route Supervisor/Trash, F09 – 1  
Truck Driver/Collector, P10 –8  
Senior Driver, P10 – 12

SECTION 26: That the Street Department shall consist of fifty-three (53) full-time employees as follows:

Director, NEG - 1  
Crew Leader, F09 – 5  
Custodian/Helper, P06 - 1  
Dispatcher/Inventory Management Clerk, F05 - 1  
Foreman, NEG – 1  
Helper, P06 – 15  
Heavy Equipment Operator-Street, P12 – 8  
***Light Equipment Operator-Street, P10 – 12 (correction from clerical error of “2” on Ordinance No. 8790)***  
Semi-Skilled Laborer, P08 – 6  
Truck Driver, P10 – 2  
Office Assistant Senior, F05A – 1

SECTION 27: That the Traffic Services Department shall consist of thirteen (13) full-time employees and two (2) seasonal employees as follows:

City Engineer/Transportation, NG – 1  
Chief Signal Technician, F11 - 1  
Office Assistant Senior, F05A – 1  
Sign & Markings Supervisor, F10 – 1

Sign & Markings Barricade Technician – P11 - 1  
Sign & Markings Technician, Senior P10–1  
Sign & Markings Technician, P08 - 2  
Sign & Markings Installer, P06 – 2  
Signal Construction Technician, P11 - 1  
Signal Construction Assistant, P08 – 1  
Signal Systems Technician, F10 – 1  
Sign & Markings Installer, Seasonal, HRLY – 2

SECTION 28: That the Utilities Accounting Department shall consist of forty-three (43) full-time employees and eight (8) part-time employees as follows:

Accountant, F11 – 1  
Accounting Clerk III, F05A – 2  
Accounting Clerk, Senior, F06A - 1  
City Services Information Systems Manager, NG - 1  
Computer Operator, F06A –2  
Customer Service Accounting Clerk, F05B - 1  
Customer Service Clerk, F05B – 13  
Customer Service Manager, F10 – 1  
Customer Service Supervisor, F09 – 1  
Database Administrator, NEG - 2  
Executive Secretary, F06A - 1  
General Manager, F14 – 1  
Infrastructure Network Administrator, NEG - 2  
Office Assistant II, F04A –5  
Office Assistant III, F05 –3  
Sr. Information Services Specialist, F10 –2  
Teller, F05A - 4  
Clerk/Teller, Part-time, HRLY – 8

SECTION 29: That the Vehicle Maintenance Department shall consist of thirteen (13) full-time employees as follows:

Director, NEG - 1  
Mechanic/Shop Foreman, Grade P13 – 2  
Mechanic,  $P11 - 5 + 1 = 6$ , add one position but two positions TBD after promotions to Mechanic/Shop Foreman = 4  
Parts Inventory Clerk, F05A – 1  
Service Bay Worker, P08 –2  
Sr. Service Bay Worker, P09 – 1  
Welder, P11 - 2

SECTION 30: That paygrade scales and salary schedules effective at the adoption of this ordinance are attached hereto, and incorporated herein, as follows:

Exhibits “A” thru “E” – Non-Uniformed Pay Grade Scales

Exhibit "F" – Electric Department Salary Structure  
Exhibit "G" – Fire Department Pay Scale  
Exhibit "H" – Police Department Uniform Salaries

SECTION 31: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 32: That the provisions of this ordinance are hereby declared to be severable and if any section, phrase or provision shall be declared or held invalid, such invalidity shall not affect the remainder of the sections, phrases or provisions.

SECTION 33: That the City Council has determined that the interests of the City and City employees can best be served by the adoption of this ordinance; THEREFORE, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED:

APPROVED:

\_\_\_\_\_

\_\_\_\_\_

Mayor Joe A. Smith


SPONSOR:

ATTEST:

  
\_\_\_\_\_  
Mayor Joe A. Smith

\_\_\_\_\_  
Diane Whitbey, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
C. Jason Carter, City Attorney

PREPARED BY THE NLR HUMAN RESOURCES DEPARTMENT  
FORMATTED BY THE OFFICE OF THE CITY ATTORNEY

FILED	11:40	A.M.	_____	P.M.
By	City Atty Carter			
DATE	7-5-14			
Diane Whitbey, City Clerk & Treasurer North Little Rock, Arkansas				
RECEIVED BY	S. Ussery			